

**2006 WorkFirst Local Comprehensive Evaluation (CE) Plan  
Renton Local Planning Area**

**Fully describe your local CE process by answering the following list of questions based on the CE Standards.** You may want to include a flow chart of your local process.

1. *Please list the local DSHS, ESD and CTC agency partners that will be participating in the CE process in your local area (i.e. specific CSO(s), WorkSource site(s) and CTC(s)).*
  - ◆ Renton Community Service Office
  - ◆ Renton WorkSource, Renton WorkFirst
  - ◆ Renton Technical College
  - ◆ Highline Community College
  - ◆ South Seattle Community College
  - ◆ Bellevue Community College
2. *Describe how child care and needed support services will be handled at the time of application (Positive Prevention Services) to help ensure that parents can participate in the CE process without delay.*
  - ◆ Most applicants will be interviewed on the day they apply. At this time the case manager will explore other sources of income such as child support and unemployment, as well as eligibility for Diversion Cash Assistance.
  - ◆ Applicants needing childcare to maintain employment, complete the CE process, or for ongoing participation will be treated as emergent childcare applications and will be processed as soon as all information is available. For those needing childcare for the CE process, the childcare will be authorized for 2 weeks of part-time.
  - ◆ The case manager will authorize transportation assistance and other support services as needed.
3. *Describe where each of the CE elements -- listed above and in the standards -- will be conducted (e.g. CSO, WorkSource, college, other).*
  - ◆ Applications for TANF are accepted and processed in the Renton CSO where the initial interviews, screening and evaluation are conducted. The case manager will refer the applicant to Renton WorkSource for the CE process or to a CSO social worker if an urgent issue is identified.
  - ◆ CASAS, Choices and the individual feedback session will be held at Renton WorkSource with the parent being referred back to the CSO for finalization of the individual plan and writing of the IRP.

4. *Describe how each element of the CE will be conducted (e.g. individual interview, group process, group or individual testing etc.)*

- ◆ The initial interview, screening and evaluation will be conducted individually. The parent is then referred to the CE process at WorkSource.
- ◆ At WorkSource, WorkFirst job counselors administer Choices which is immediately followed by CASAS administered by Renton Technical College. Both are administered in groups.
- ◆ The individual feedback session is held with a representative from one of the colleges, a job counselor and one parent. The colleges split this responsibility among themselves, acting as honest brokers for all CTC programs.
- ◆ ESD will utilize Choices to assess both work skills and labor market information. The colleges administer the COMPASS tool after a parent is referred for training. This is administered on the college campus after referral.

5. *Describe how your local CE process will meet the completion time frame standards (an average of 10 work days to complete CE and no more than 30 calendar days from TANF application to participation in a pathway activity).*

- ◆ The initial eligibility interview and Foundation Evaluation are conducted daily at the CSO with appointments scheduled at 8 a.m. and 10 a.m. Individuals who apply in person are interviewed the day of their application. The parent is then scheduled for the CE process at WorkSource, generally within 2-4 days of application. The parent will also be scheduled a time to return to see the case manager for finalization of a plan, generally within 7 days to allow for one reschedule and the feedback session.
- ◆ The CASAS and Choices portion of the CE process are offered three times a week (Tuesday afternoon, Thursday and Friday mornings). Choices is offered first, followed by CASAS. After completion of the CASAS, the parent will be scheduled a return appointment within 2 work days to receive the feedback jointly from ES job counselors and college counselors together. At the end, the parent will be instructed to keep their appointment with the case manager. The results will be recorded in EJAS by the employment counselors. The CASAS is administered by Renton Technical College with South Seattle as a back-up. The colleges establish a schedule for coverage for individual feedback sessions.
- ◆ If an urgent issue is identified by the case manager, the parent will be referred to a social worker for a social service assessment on the same day if possible. The parent will also be referred to the CE process at the same time unless the issue is very severe. If the parent was not referred to CE, the social worker will make a determination of what services are needed and monitor progress. The social worker will refer the parent to the CE process as soon as possible. The social service supervisor monitors cases for appropriateness and progress.

6. *Does your local area intend to include “enhancements” to the CE process beyond the required minimum standards (i.e. Family Literacy, soft skills, Dependable Strengths)? If yes, please describe your plans.*
- ❖ At the time the IRP is developed with the parent, the case manager has the option of referring the individual to contract providers to enhance their ability to participate effectively. Parents who are ready for job search may be referred to a workshop entitled You First provided by TRAC. This workshop is designed to be motivational and is aimed at people getting to work. Parents who may have more difficulties up-front may be referred to Achieving Your Potential workshop provided by Puget Sound Educational Service District who is also the CJ provider.
7. *Describe how line staff will communicate and coordinate during the CE process.*
- ❖ A case staffing will be held if there is a difference of opinion about the most appropriate pathway. Having a joint feedback session has minimized disagreements.
8. *How will your local partnership pro-actively address challenges during CE start-up and on-going phases?*
- ❖ The Renton LPA has been a test site beginning March 13. The LPA communicated issues by telephone and e-mail. Additionally the CSO sent case managers to observe the CE process so all key players were represented to resolve issues immediately. A LPA meeting was held 2 weeks after implementation to further resolve issues. Each application is reviewed and tracked by the WorkFirst supervisor and CSO administrator. The LPA will continue to discuss the CE process as part of regular monthly LPA meetings and call special meetings if necessary.

**Signatures:**

CSO Administrator: \_\_\_\_\_

WorkSource Administrator: \_\_\_\_\_

College Representatives: \_\_\_\_\_

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Community Jobs Administrator: \_\_\_\_\_